

HOW TO DO BUSINESS WITH USACE: AN OVERVIEW FOR NEW ENTRANTS TO THE FEDERAL SECTOR

GREAT LAKES AND OHIO RIVER DIVISION OPEN HOUSE

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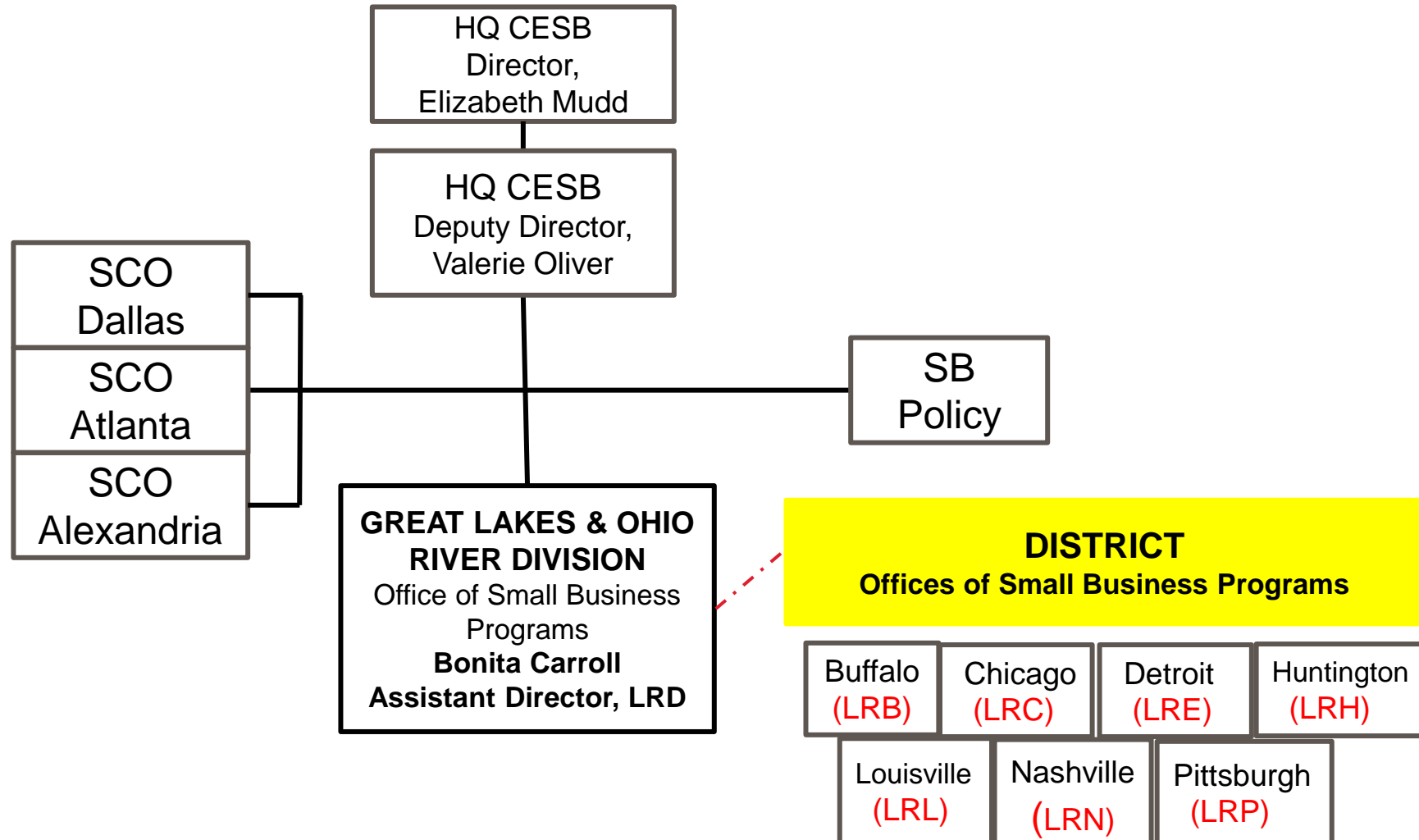
December 1, 2021



US Army Corps
of Engineers®



OFFICE OF SMALL BUSINESS PROGRAMS ORGANIZATIONAL CHART

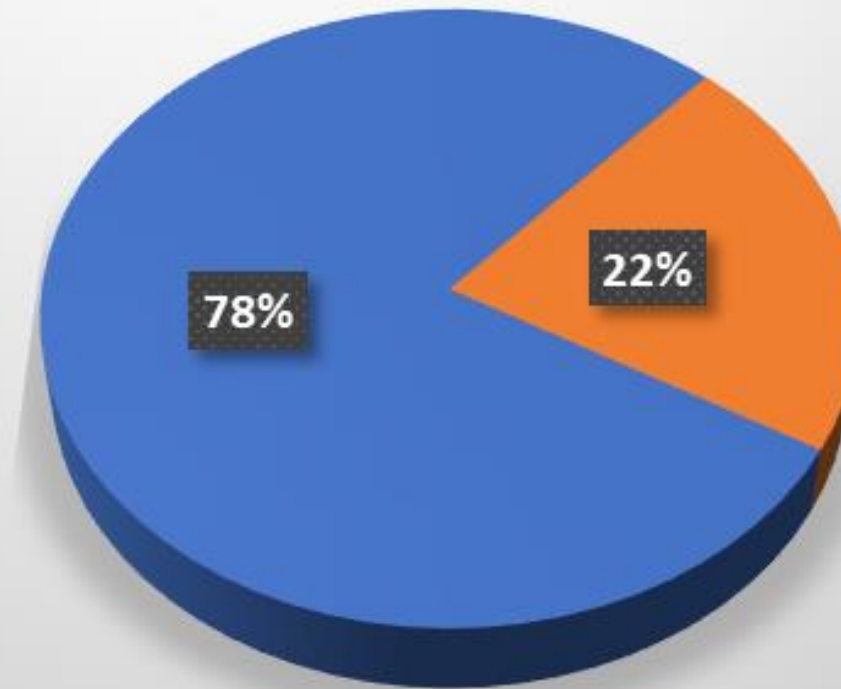




LRD GOAL ACCOMPLISHMENTS FOR FY 2021

Overall Small Business Awards in Dollars FY 2021

- Total Small Business Eligible Dollars
- Overall SB Dollars



SDB Percentage
14.90%

VOSB Percentage
2.24%

SDVOSB Percentage
1.81%

WOSB Percentage
3.78%

HUBZone Percentage
8.43%



THE BASICS: ELIGIBILITY AND THE SYSTEM FOR AWARD MANAGEMENT

Registration in the System for Award Management (SAM) <https://www.sam.gov> is required to be eligible for us to make an offer/bid/proposal.

Registration is FREE. Recommend reviewing registration questions and gathering pertinent information prior to starting the process

This information populates the Small Business Administration's Dynamic Small Business Search (SBA DSBS) Include keywords and narrative information reflected in SAM

- Use North American Industry Classification System (NAICS) codes that align with your competencies (not manufacturing or retail codes)

Your local Procurement Technical Assistance Center (PTAC) can help you determine some of the information you should include in your registration



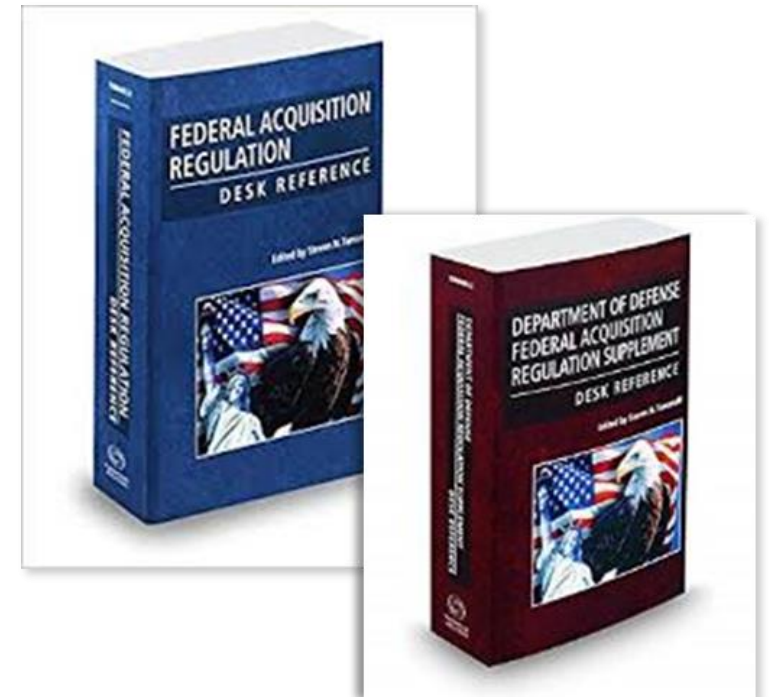


THE BASICS: REGULATIONS



Federal contracting is regulated by the **Federal Acquisition Regulation (FAR)** and **Department of Defense agencies are regulated by the FAR and the Defense Federal Acquisition Regulation Supplement (DFARS).**

- Regulations set out the terms and conditions of contracts, as well as the responsibilities of the contractor to appropriately prepare for and complete the work in compliance with the contract clauses, as set out in the FAR, DFARS, AFARS, and UAI.
- Regulations set out how we process acquisitions.
- To reference the FAR/DFARS and others online, go to <https://www.acquisition.gov>.
- Your local PTAC may be able to assist with interpreting these regulations, or you may contact the contracting officer or contract specialist for clarification.
- Some clauses have requirements that may involve financial outlay ensure to capture your costs for the requirements as ours may be firm, fixed-price contracts.





THE BASICS: COMPETITION TYPES

Federal Acquisition Regulation Part 6 describes the types of competition you may encounter in seeking a Federal contract.

- Solicitations that are open to all business sizes to make offers on, are called “unrestricted”, because they are not restricted by business size. This is also referred to as “Full & Open Competition”.
- The Federal government’s policy is to set procurement actions aside to the greatest extent practicable for small business. This is called a small business set-aside. It may also be referred to as “Full & Open Competition After Exclusions”, because it limits competition to small business, or some further socio-economic small business indicator.
- You may also see contracts that are not competed at all, but directly awarded based upon one of seven circumstances that justify the lack of competition. (See FAR Pt. 6.302)

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE 1 OF 94 PAGES
1. REQUEST NO. W9123719Q0029	2. DATE ISSUED 09-Sep-2019	3. REQUISITION/PURCHASE REQUEST NO. W81F8E92396622	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING



THE BASICS: CONTRACT TYPES



Federal Acquisition Regulation Part 16 sets out the different types of contracts the Federal government may use.

- The main type of contract used is the Firm, Fixed-Price contract and used in either sealed bidding or negotiated procurements.
- When preparing your offer, be sure to include any costs associated with requirements of the terms and conditions, security, and clauses.
- Other types of contracts include cost-reimbursement contracts, which are negotiated contracts only, and cost-plus-fixed-fee contracts, in which the contractor bears less responsibility and risk for costs and the profit (or fee) is fixed. These are rare.





THE BASICS: CONTRACT METHODS

Developing an acquisition strategy depends upon several factors, the easiest way to differentiate the different types of contract methods, is price.

— Government Purchase Card (Micro purchase)

- GPC-holders are authorized to purchase supplies <\$10,000; construction services <\$2,000; and services <\$2,500 in un-advertised actions. These are referred to as “micro-purchases”.
- GPC purchases must follow the Required Sources of Supplies and Services set out in FAR Part 8, but are not required to advertise for the need, nor to obtain multiple offers for consideration.

— Simplified Acquisition Procedure

- Between the micro purchase value and \$25,000, a Simplified Acquisition Procedure that doesn't require advertisement, but does require solicitation from at least two firms for competition, may be used.
- From \$25,000 to \$250,000, which is also considered a Simplified Acquisition, requires advertisement of a Request for Proposal or Request for Quote on the Contract Opportunities, www.SAM.gov web-site, to obtain maximum competition.

— Formal Contract

- Contracts valued at >\$250,000 are considered “Formal” or “Large” Contracts. These are advertised on the Contract Opportunities, www.SAM.gov in the form of Invitation for Bid or Request for Proposal.

For any of the above methods, you may see contracts that are not competed at all, but directly awarded based upon one of seven circumstances that justify the lack of competition. (See FAR Pt. 6.302).



U.S. SMALL BUSINESS ADMINISTRATION FEDERAL CONTRACTING ASSISTANCE PROGRAMS



Small Disadvantaged (to include 8(a))

The federal government tries to award at least five percent of all federal contracting dollars to small disadvantaged businesses each year.



HUBZone

The federal government tries to award at least three percent of all federal prime contracting dollars to HUBZone-certified small businesses each year.



Woman-Owned Small Business

The federal government tries to award at least five percent of all federal contracting dollars to women-owned small businesses each year.



Veteran-Owned & Service-Disabled Veteran-Owned

The federal government tries to award at least three percent of annual federal contracting dollars to service-disabled veteran-owned small businesses.



THE BASICS: IDENTIFYING CONTRACT OPPORTUNITIES

Be proactive, establish a rapport with Small Business, Contracting, Engineering, and Program Management professionals and Leadership. Participate in Outreach events such as an Open House, Industry Days, Matchmaking, or workshop

Respond to Sources Sought Notices to assist in market research to better identify if we a set aside a requirement



CONTRACTOR DATABASE

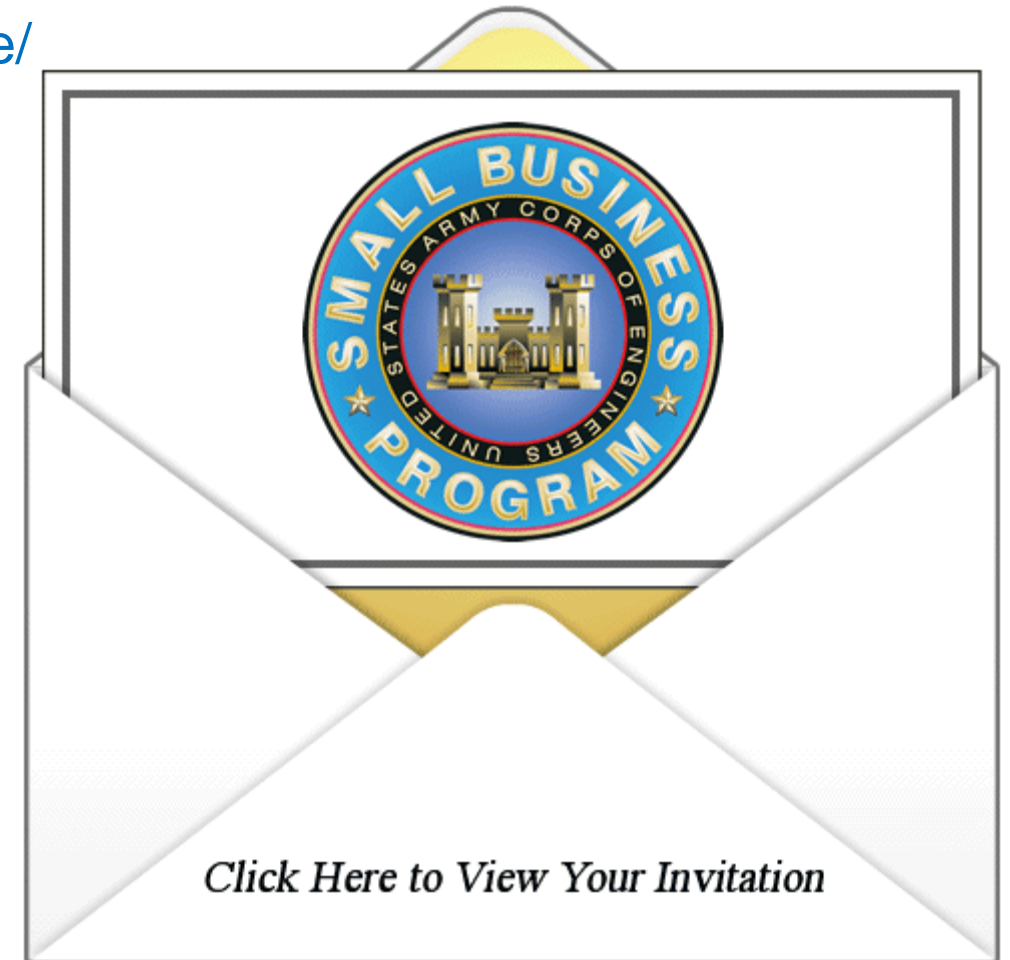
<https://www.usace.army.mil/Business-With-Us/Small-Business/USACE-Contractor-Database/>

The U.S. Army Corps of Engineers (USACE), Office of Small Business Programs, maintains a list of contractors with an interest in doing work with our Districts/Centers.

The company information gathered in the database will be used as a market research tool for our district/center acquisition teams. The information gathered may also be used to provide direct communication to contractors outside of contract opportunities re: outreach events, training, new regulations, items of note etc. If your company agrees, the information may also be made available to other contractors that may be seeking partners for specific procurement opportunities. USACE shows no preference to contractors included in this list, it will only serve as supplemental available information to internal and external customers, and a tool to identify businesses and market capabilities.

In addition, responding to this invitation does not increase or decrease your odds of receiving a government contract. Responding is not required to receive an award. Companies are also encouraged to engage directly with appropriate district/centers that have requirements that match your capabilities. All buying is done at a district/center level.

We look forward to building our business relationship with you.





CONTRACTING OPPORTUNITIES ON WWW.SAM.GOV

To allow for fair notification to all potential contractors for procurements >\$25,000 the Federal government has established a government-wide list of notices of proposed contract actions

- Use search features such as Department of Defense Activity Address Code (DoDAAC) in the keyword search.);
- Create an account and set up a query;
- Review all information uploaded to the database for the action you are interested in, you can download and/or print the documents;
- Be sure to check back prior to submission of your response because all Amendments must be acknowledged for you to be eligible for award;
- Use the “Interested Vendors” button;
- If you don’t have a query set up, you will want to check the database frequently so you don’t miss notifications; the closer we get to the end of the fiscal year, the faster we post and the shorter the response time;
- Watch for notifications of Awards for contracts that your firm is capable of performing part of and contact the prime contractor to see if it is interested in subcontracting to your firm;
- All Federal agencies post to this site;
- Respond to Sources Sought Notices that apply to you.





MAXIMIZE YOUR COMPETITIVE ADVANTAGE UTILIZING BUSINESS STATUS & RESOURCES



Other than Small Business

Small Business Concern

Small Disadvantaged Business Concern

Service-Disabled Veteran-Owned Small Business Concern

Women-Owned Small Business Concern

Certified HUBZone Small Business Concern



MAXIMIZE YOUR COMPETITIVE ADVANTAGE UTILIZING BUSINESS STATUS AND RESOURCES



It distinguishes **your** business from others

May heighten awareness of who you are and the supplies/services you provide and an increased opportunity to secure a contract



THE BASICS: THE INTERNET



- Small Business Administration (www.sba.gov) has a huge amount of information and is home of SubNET (https://eweb1.sba.gov/subnet/client/dsp_Landing.cfm), a subcontracting directory to help small and other than small firms connect;
- Data Bank on www.SAM.gov (www.SAM.gov)
- Procurement Technical Assistance Centers which you can locate by going to www.aptac-us.org. PTAC's have a lot to offer, usually at little or no cost to small businesses. They are a good resource for finding training, networking, looking for prime-subcontracting relationships, etc.

THE BASICS: SUBCONTRACTING

Is subcontracting right for you?

- Does your firm provide goods or services required for larger scale projects?
- Are you a certified woman-owned, service-disabled veteran-owned, small disadvantaged, or HUBZone business concern?

How to locate subcontracting opportunities

- Watch the Award Data or Contract Opportunities sections on www.SAM.gov for announcement of Awards that contain opportunities for your firm, then contact the awardee;
- Use the Data Bank on www.SAM.gov (formerly Federal Procurement Data System (<https://fpds.gov>)) to search for firms awarded contracts that may be able to use your firm's goods/services;



THE BASICS: SUBCONTRACTING

- Attend events that encourage networking (see if you can obtain a list of attendees and plan your strategy) and bring your information with you to talk with representatives of prime contractors.
 - While there, visit and obtain agency forecasts, introduce your firm and ask questions.
- Contact companies you'd be interested in partnering with or subcontracting to 'get on their radar', especially if you see an opportunity far enough down the road to make it happen.
- Utilize databases of local PTAC's for the area where you are seeking to work.





THE BASICS: KEY TAKE AWAYS TO POSITION YOUR BUSINESS FOR CONTRACTING OPPORTUNITIES



Ensure your registration status stays 'ACTIVE' in the System Award Management (SAM) www.sam.gov

Verify your business profile is in the SBA's Dynamic Small Business Search (DSBS) http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm Use 'keywords' and update annually to avoid "inactive status" (One of many market research tools we use to identify prospective businesses for certain requirements.)

Make certain your business card, Capabilities Statement, briefing sheet and/or marketing collateral reflect your NAICS code, and your socioeconomic category, if applicable



THE BASICS: KEY TAKE AWAY'S TO POSITION YOUR BUSINESS FOR CONTRACTING OPPORTUNITIES



Familiarize yourself with the District's needs.

Secure a copy of the Division/District 'Forecast of Contract Opportunities'

Ensure you firm is responsible and capable of performing the work.

Schedule a meeting or teleconference to showcase your capabilities, expertise, or definable competitive advantage

Network! Join an industry specific organization or association aligned with your area of expertise. Team. Seek a joint venture (JV) arrangement. Follow up.

If you qualify, consider becoming an 8(a)

Read the solicitation; then, read it again. Underline and highlight critical details



OTHER MEANS



- Consider identifying conferences, workshops, industry days, and trade shows that will give heighten your exposure to decision makers
 - If you are considering going to an event, contact the organizer to find out who attends the event, if you can, get a list of attendees prior to the event, what's on the agenda, and whether there is networking time built into the schedule.
 - Location is also important—sometimes you may have to travel further for information that will pertain to your business in a general way, but if you are looking for work opportunities, you'll most likely be better off staying within your boundaries.
- Work with your Procurement Technical Assistance Center to ensure that your System for Award Management information is complete Remember to use the Interested Vendors button in www.SAM.gov and to watch for Sources Sought Notices, and pre- and post-awards.
- Search district websites for a list of prime contractors for construction and/or IDIQ, then contact them to market your firm's goods/services.
- Attend site visits or pre-bid meetings to see who else is interested in the work.



GREAT LAKES AND OHIO RIVER DIVISION

POINTS OF CONTACT



Buffalo District (LRB), and Pittsburgh District (LRP)

Deputy for Small Business

Telephone: 412-395-7127

Email: lrp.sbo@usace.army.mil

Website: www.lrb.usace.army.mil and www.lrp.usace.army.mil DoDAAC: W912P4 (Buffalo District)

DoDAAC: W911WN (Pittsburgh District)

Chicago District (LRC), and Detroit District (LRE)

Deputy for Small Business

Telephone: 312-846-5565 Email: lrc.sbo@usace.army.mil

Website: www.lrc.usace.army.mil and www.lre.usace.army.mil DoDAAC: W912P6 (Chicago District)

DoDAAC: W911XK (Detroit District)

Huntington District (LRH)

Deputy for Small Business

Telephone: 304-399-5632

Email: lrh.small.business@usace.army.mil

Website: www.lrh.usace.army.mil

DoDAAC: W91237

Louisville District (LRL)

Deputy for Small Business

Telephone: 502-315-6111

Email: sbo-lrl@usace.army.mil

Website: www.lrl.usace.army.mil

DoDAAC: W912QR

Nashville District (LRN)

Deputy for Small Business

Telephone: 615-736-7569

Email: sbo.lrn@usace.army.mil

Website: www.lrn.usace.army.mil

DoDAAC: W912P5

Great Lakes and Ohio River Division (LRD)

Assistant Director, Office of Small Business Programs

Telephone: 513-684-6248

Email: sbo-lrd@usace.army.mil